



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

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Please scan QR code for the Council's website



Prayers will be held at 6.25pm in the Council Chamber for anyone wishing to attend.

To all members of the Council:

You are hereby summoned to attend the **NORTHAM TOWN COUNCIL MEETING** on

Wednesday 27th August 2025 at 6:30pm

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

Council Members:

Appledore Ward: Cllr Bell, Cllr Edwards, Cllr Hames and Cllr Tait

Northam/Orchard Hill ward: Cllr Himan, Cllr Horrocks, Cllr Leather, Cllr Lo-Vel, Cllr Newman-McKie and Cllr Whittaker.

Westward Ho! ward: Cllr Bach, Cllr Hodson, Cllr Sawyer and Cllr Singh.

Questions by the public

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk prior to the meeting.

Recording, photographs and filming

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

Subject to subsection (2) below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

Guy Langton

Guy Langton, Town Clerk & RFO

Date of issue: 20th August 2025

AGENDA

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
 - 2 To agree the agenda as published**
 - 3 To receive any dispensations and disclosable pecuniary or other interests**
Members are reminded that all interests must be declared prior to the item being discussed.
 - 4 Mayor's Announcements**
 - 5 To confirm as a correct record and sign the minutes of the meeting of the Council held on 23rd July 2025 (p3-12)**
 - 6 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (attached under separate cover)**
 - Finance 9th July 2025
 - Planning and Development 10th and 31st July 2025
 - Environment and Maintenance 18th June 2025
 - 7 Public Participation**
We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
 - 8 To receive a report (if any) from Devon & Cornwall Constabulary**
 - 9 To receive a report (if any) from the Devon County Councillor**
 - 10 To receive reports (if any) from Torridge District Members**
 - 11 To receive an update regarding Local Government Reorganisation (p13-14)**
 - 12 To consider the action point update (p14)**
 - 13 To receive the Clerk's report (p14-16)**
 - 14 To ratify the Council's decision to adopt the Red Telephone Kiosk adjacent to the Seagate Hotel, Appledore Quay (p16)**
 - 15 To consider offering to assist with the renovation of the mast/flagpole attached to the Trinity House buoy store (p16 and enclosed report)**
 - 16 To consider a quote for the installation of CCTV monitoring at Westward Ho! Park (p17 and confidential paper enclosed)**
 - 17 To Consider a grant request from Life Education Wessex & Thames Valley (LEW&TV) (p17 and confidential paper enclosed)**
 - 18 To receive an update on the progress of the Northam Neighbourhood Plan (p17-18)**
- To be held in confidential session:**
- 19 To consider the lease of the football pitch at Burrough Farm by Northam Lions FC (p18 and confidential report enclosed)**

Item 1	To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)
Item 2	To agree the agenda as published
Item 3	To receive any dispensations and disclosable pecuniary or other interests <i>Members are reminded that all interests must be declared prior to the item being discussed</i>
Item 4	Mayor's Announcements
Item 5	To confirm as a correct record and sign the minutes of the meeting of the Council held on 25th June 2025

Northam Town Council – Minutes of the Annual Council meeting held 23rd July 2025 at 6.30pm in the Council Chamber, Windmill Lane, Northam.

Present: Cllrs Bach (Mayor), Bell, Edwards, Hames, Himan, Hodson, Horrocks, Leather, Lo-Vel, Newman-McKie (Deputy Mayor), Sawyer, Tait and Whittaker.

In attendance: Guy Langton (Town Clerk & RFO), Rev John Kidd and Cllr D McGeough (Devon County Council).
One member of the public.

2507/198 Apologies

Cllr Singh tendered his apologies, the reason for which were accepted.
Cllr K O'Rourke (District Councillor) also apologised.

Rev Kidd left at this point (6:35pm)

2507/199 To agree the agenda as published.

It was **resolved** to defer item 15, considering all other business on the agenda as published.
Proposed Cllr Leather, Seconded Cllr Tait (majority in favour)

2507/200 To receive any dispensations and disclosable pecuniary or other interests.

Members were reminded that all interests must be declared prior to the item being discussed.
Cllr Sawyer had been nominated a Community Champion for 2024-25 and he announced he would not take part in the considerations or vote on the chosen Champion.

2507/201 Mayor's Announcements

The Mayor welcome Cllr Sawyer to his first Full Council meeting following his election in on the 3rd July 2025.

The Town Clerk made the following announcements:

1. Members that were elected to the Council in May 2023 needed to complete new register of interest forms, as requested by the District Council. Hard copies were available, should members need them.
2. Gerry Montague, the Council's former Beadle had passed away, the Council had a card for signature and a collection.
3. The Council had been informed that the BT Call Box adjacent to the Seagate, on land registered to Northam Town Council, was to be decommissioned following a period of consultation. As the landowner, the Council was eligible to adopt the Call Box, which would have its telephony equipment removed and its power disconnected, for £1, if not adopted, the box will be chained shut by BT. A local group had expressed an interest in maintaining it and using it for local events such as the Book Festival). A second box, adjacent to the Beaver was in an area

that does not have sufficient mobile coverage so would be retained. Cllrs Edwards and Tait expressed their disappointment with BT's decision. The Council agreed to adopt the decommissioned box adjacent to the Seagate Hotel, this would be ratified at a future meeting.

4. The Unions had requested that the employers implement the 3.2% cost of living rise as soon as is practicable. It would be backdated to the 1st April, or employee's start dates if later.

2507/202 To confirm and sign the minutes of the Annual Meeting of the Council held 25th June 2025

It was **resolved** to approve the minutes, which were signed by the Mayor.

Proposed: Cllr Leather, Seconded: Cllr Hames (all in favour)

2507/203 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees

- Finance 14th May and 11th June 2025
- Planning and Development 8th May and 19th June 2025
- Parks and Recreation 21st May 2025
- Environment and Maintenance 2nd April 2025

2507/204 Public Participation

No member of the public wished to address the Council.

2507/205 To receive a report from Devon & Cornwall Constabulary

The Constabulary did not send a representative.

2507/206 To receive a report from the Devon County Councillor

The County Councillor reported that Stagecoach had announced its intention to stop offering return tickets, rather requiring bus users to purchase two single journey tickets, with potential effects on those travelling to medical appointments, schools and for work.

The double-yellow lines on Irsha St, Appledore, had been repainted. There continued to be issues with access as a result of parking outside the permitted areas. Should this continue, the County Council would review installing parking restrictions along the length of Irsha Street.

20mph zones – the Council was considering the introduction of 20mph zones in Appledore and Westward Ho! though there was currently no timescale for the road lining in Westward Ho!

The drain clearances and road re-lining had been completed on Bay View Road.

The SEND budget had been extended for two further years, despite the deficit.

Cllr McGeough had attended recent school transport appeal and Adult Scrutiny committees.

Cllr McGeough reported that County Hall had introduced a new communications portal, which members were required to use when contacting Officers.

Finally, members were reminded that Cllr McGeough had access to a Locality Budget to assist with community events and projects.

Cllr Bell asked if County Council could review the placement and visibility of the one-way/no-entry signage on Irsha Street. Cllr McGeough would request it be reviewed.

Cllr Tait asked if the apparent inconsistency in the pricing of season tickets between local centres (e.g. Westward Ho! and Bideford or Bideford and Barnstaple) could be reviewed. Cllr McGough would raise the matter with Stagecoach.

2507/207

To receive reports from Torridge District Members

Torridge Council members submitted the below written reports.

Report to Northam Town Council

20th July 2025 Cllr Kerry O'Rourke

Appledore Clean Maritime Innovation Centre (ACMIC)

Breaking Ground Event

On 30th June, I and Cllr Peter Hames attended the Breaking Ground Event for the Appledore Clean Maritime Innovation Centre. Sir Geoffrey Cox and Cllr Doug Bushby marked the official start of construction on the major project that will place Appledore at the forefront of clean maritime innovation and green technology. The project offers benefits to Appledore and the wider area, by bringing skills, innovation, employment opportunities and economic growth.

Throughout the project, BAM Construction will generate an additional £2 million in local social economic value through working with local businesses, supporting apprenticeships and employment. They will also be engaging with local schools and charities.

Criminal Incident

On 3rd July, regrettably, I was made aware that an incident had taken place on site at Middle Dock. The situation involved a cruel and mindless act that resulted in the police becoming involved, I don't have a further update but can advise the contractor acted swiftly to remove the individual.

Appledore Planning Applications

Please can I ask if members have any objections or comments on the below planning applications?

1/0554/2025/LBC and 1/0553/2025/FUL: Alterations, renovation and partial demolition of existing building, erection of new garage, and merging of 'Staddon House' and 'Little Staddon' into one dwelling - Staddon House And Little Staddon Appledore Devon EX39 1RB

1/0552/2025/FUL: Conversion of loft space with addition of three roof lights. - 11 New Street Appledore Bideford Devon EX39 1QJ

1/0569/2025/: Replacement extension and associated alterations - 16 Vernons Lane Appledore Devon EX39 1QU

1/0480/2025/FUL: Erection of replacement dwelling, garage, outbuilding and associated landscaping (self-build) - Westleigh Diddywell Devon EX39 1NW

Appledore Councillor Meet and Greet Evening

On 24th July we will be offering the constituents of Appledore the opportunity to discover more about council services, how to access them and who to contact. Aiming to be a non-political public platform for the purpose of engaging with the community.

Opening 6-8pm at Appledore Community Hall, New Quay St. I would like to thank members for their support in producing this event and invite all members to come along.

Appledore Pride Public Meeting

On 29th July, Public planning meeting, at Saint Marys Church Hall, 7-9pm. Appledore residents are holding their first meeting to discuss having a pride event in 2026. They welcome your comments and any questions you may have.. The group are leading the project and working with Sunrise Diversity to link in with Bideford pride. Please consider

attending the meeting, light refreshments provided!

Councillor Jane Whittaker

*Town and District Councillor, Northam and Orchard Hill
Conservative Group Leader*

I have to say the past few weeks were very full and very varied.

I attended TDC's Senior Management Team Meeting on the 27th June which is where an update on such as the progress of the Local Government Reorganisation is discussed. If I am honest the picture is still far from clear and probably won't be completely so until towards the end of November. Although, all Districts are busy collecting and collating data about all the services that they provide so they have the best idea possible for demand down the line.

Crime Stoppers, which is a Charity, held a meeting in Bideford to bring Cllrs and Officers from a range of Agencies up to date on how they're able to work locally. Sadly only 9 people from such as NTC, TDC, and DCC and with one Volunteer attended, along with several police Officers. The key understanding from my perspective was that anyone can ring or write in to talk about or report a crime or the potential of such with complete anonymity. In addition, because Bideford is in Tier One this summer as it's felt to be a Hotspot there is to be an enhanced Police Office presence in the town like that which Barnstaple 'enjoyed' last year.

I recently met with Chris Fuller to talk about the possibility of Bideford having more heritage figures exhibited in the town centre. My role here was because I'd been very involved in the earlier ones placed in Cooper Street and at the start of Rope Walk.

Along with Cllr Bach I attended the Vice President's lunch at the Bideford and Westward Ho! Cricket Club. The Club know that they must find an alternative site and are working very hard to do this. It will take some time to identify and secure the right site although they do have an eye on a couple and when secured the issue of raising funds will have to begin in earnest.

The latest Community and Resources Committee brought several issues to Cllrs attention. The most significant being an additional grant of 45k being requested by the Plough Arts Centre because of a Notice of Motion. It was agreed on as it's needed so that the reformed Management structure will be able to continue with the progress they've already begun but for which they needed addition financial support.

I attended the latest Bideford and District Archives Committee Meeting which as usual was interesting and informative. The only small issue which arose was that their NTC grant had been quite reduced which they were concerned about. I did point out that their reserves which they do need to keep at a certain level are described as Savings which is not an appropriate description in my opinion. It gives the wrong impression as it makes the organisation look as though they were just saving money when in fact they are not. They are holding reserves to support a closing down period if that should ever have to happen, and for a number of potential costs they feel might occur in the future.

I attended along with several other NTC/TDC Cllrs a Westward Ho! Linear defence Meeting where we considered how best to protect the Village and its immediate surrounding area from ongoing flooding. Having been presented with three options and the costing associated with them, we went on to evaluate each and agreeing on the best one possible. All three were expensive and Option 3 the most expensive at 34.1million.

If after further consultation this option is adopted it will be progressed over quite a long period of years, but we were told the money although phased should be agreed.

Along with other colleagues I am going to the North Devon Records Office tomorrow afternoon. The invitation is a result I understand of NTC being one of its funders. It's somewhere I have never been so my visit is I feel long overdue.

Cllr Louis Bach – Combined Mayoral and District Councillor Report for NTC Council Full Meeting 23rd July 2025

Good evening members, here is my report for Full Council.

1) I attended the TDC Westward Ho! Coastal Defence consultation on the 16th July where a mix of stake holders were present, including representatives from various agencies and business interests. The appointed Consulting Engineers gave a short presentation along with the TDC Coastal Engineer Chris Wilson.

In summary three possible engineered designs emerged, (There may be others) to demonstrate potential examples of containing / and or reducing the possible flooding risks to the outline areas and Burrows, incorporating a mixture of engineered hard wall sea defences and additional rock armour, with a possible new promenade and realigned slipway.

All three options presented different solutions and engineering problems although each would impact on the existing triangle and carpark, affecting current land holdings, businesses, and recreational facilities.

The time scale before any such work would start on site was estimated at between 2 / 3 years from now, at an indicative project cost of around £30 to £35 million, subject of course to the final design and preferred scheme.

However, as we all know projects of this magnitude, usually cost at least twice as much, and twice as long to complete...so personally, I think we could be some time off before seeing the work complete.

In terms of funding this would derive from both government funding, along with TDC and additional funding sources, yet to be identified.

No final decisions will be made until the process of consultation with all concerned has been concluded...which is likely to take some considerable time, however, things are beginning to move in a positive way.

2) As a member of the External Scrutiny and Overview Committee we had a presentation on the 16th July, from the Chief Executive and Programme Delivery Manager of North Devon Plus, about the opportunities available to both existing and emerging businesses, large or small. The business support which this organisation provides is amazing, ranging from both financial, strategic, and planning for the future, so that businesses can flourish and prosper. Helping to write business plans, creating a loss & profit statements and business planning, training and health & safety advice. North Devon Plus works in conjunction with TDC and other authorities.

3) I recently attended the Westward Ho! Cricket Club and heard about their aspirations and plans for relocation in the future once a suitable site has been identified. However, the availability of such sites are very limited and development costs extremely high, but they are fortunate to have an active committee, made up of some very experienced and hard-working people.

4) I attended a joint area advisory group meeting between our Town Clerk Mr Guy Langton, the Chief Executive of TDC Mr Steve Hearse and the Leader of TDC Cllr Ken James of the 4th July. It was an opportunity to discuss existing and future working relations, report on what was not working so well, and how collaboration and joined up working may help going forward, particularly with the impending reorganisation of local

government.

5) I continue to actively engage with TDC, the community and businesses on a wide range of matters, not least in addressing the needs of Westward Ho! Village when we experience an influx of visitors during the holiday season, and when numbers just generally multiply during spells of pleasant weather. This impacts on issues such as inadequate public parking spaces, lack of sufficient litter bins to cope with the ever increasing litter created by take away food outlets and the infrequency of litter collection, (Although joint working with NTC may help in the future), the dreadful state of the public toilets, and the intolerant vehicle and parking infringement on the public highways, causing obstructions and risk of incident.

6) I continue to complete my annual online training with TDC, although I still have a number of modules to complete. Through NTC I am booked on sessions covering NALC - "Planning for the Future Navigating the new Planning Framework" and "Green Responsibilities – Devolution n Parks & Open Spaces" I continue to keep abreast with the online HSE Health & Safety Publications.

7) On a more light-hearted subject, I will soon be able to let you have the date of this year's annual charity event evening, which I hope as many of you as possible will be able to attend with you family and friends. The purpose of which is of course to have an enjoyable evening and to raise as much as possible to support my chosen Charity Devon Air Ambulance. In the meantime, if you wish to donate, you can either let me know direct, or alternatively you can do this online by visiting the website at: justgiving.com/page/louis-bach-6

Tina also has details on how donations can be made.

That concludes my report but do contact me if you have any questions.

Thank you, Cllr Louis C Bach. Mayor Northam Town Council

Cllr Hodson (Westward Ho! ward) reported she had attended the County Council adult scrutiny committee meeting, where there had been a thorough discussion regarding the plans to replace Fire & Rescue Service co-responders with volunteers and the potential impact on more rural communities. A report would be drawn together for a future meeting to continue the consideration of the matter.

Cllr McGeough left the meeting at this point (7:20pm)

2507/207 To receive an update regarding Local Government Reorganisation

Torridge District Council had advised that its Chief Executive will provide a presentation regarding LGR and use that opportunity to encourage all to complete the LGR survey currently available on the Torridge District Council website, deadline is 11th August - <https://www.torridge.gov.uk/lgr>

The Town Clerk and Mayor would attend the presentation on the Council's behalf.

2507/208 To consider the action point update

The action points were received as below.

20th November 2024 Re-engage with Surfers Against Sewage Plastic Free Campaigns (minutes 2407/192 and 2411/416)	The Town Clerk, Community Engagement Officer, Cllrs Bach, Hames and Lo-Vel all attended the meetings arranged for the 27 th November 2024. The Northam Burrows Rangers both apologised in advance. The meeting was positive, with both the Council and SAS agreeing to share information so the Plastic Free Communities could restart. Prior to the meeting, the Town Clerk spoke to Mr Cross, who had been very supportive in the past and had arranged to speak again and plan for 2025 in the new year. ONGOING
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20th November 2024 (minute 2411/418)	The matter was on the agenda COMPLETE
22nd January 2025 (minute 2501/551)	An email was drafted asking the Head of Legal Services at TDC for their opinion of the 1978 minute indicating the land was owned by Northam Town Council and responded saying that a transfer of ownership form, signed by both parties, would be required to identify ownership. The Town Clerk has heard from the Land Registry that the allotment part was removed from the land title a year after it was registered by TDC, in 2006. There being no recorded reason or evidence stating why, the allotment part was re-included in 2024. ONGOING

It was agreed to remove the other two items from the action points but report on them should there be any change.

2507/209 To receive the Clerk's report

At 30th June 2025 (or according to the last available statement balance), the Council's balances were:

Nationwide (Business 95-day saver)	£94,654.27	interest rate is 3.69%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£95,514.32	interest rate is 3.25%	Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 2.15%	Tennis Reserves
Petty Cash	£63.79		
Coop Bank (current account)	£35,296.18	no interest	Includes budgeted carry-over
Hinkley & Rugby Building Society	£220,000.00	interest rate is 1.95%	holding account for general expenditure
Total cash in hand (SCRIBE)	£ 450,980.88		

Payments

The Council made 131 payments in June 2025, totalling £70,182.42 (exVAT). There were 37 payments of £100 or more (exVAT), the full list of these is presented overleaf. The committee approved the payments made by resolution.

Voucher	Date	Net	VAT	Total	Description
371	19.06.2025	£30,148.51	£0.00	£30,148.51	Payroll
316	06.06.2025	£7,286.55	£1,457.31	£8,743.86	Plants
346	13.06.2025	£5,585.63	£0.00	£5,585.63	HMRC PAYE
351	17.06.2025	£4,213.85	£0.00	£4,213.85	PWLB
315	06.06.2025	£3,646.80	£0.00	£3,646.80	Insurance
360	19.06.2025	£3,632.25	£726.45	£4,358.70	Fire Alarm System
390	26.06.2025	£2,076.55	£0.00	£2,076.55	Pensions
374	23.06.2025	£1,721.21	£0.00	£1,721.21	PWLB
361	19.06.2025	£1,263.98	£252.80	£1,516.78	Access Control System
366	19.06.2025	£1,200.00	£0.00	£1,200.00	Civic Function
314	06.06.2025	£932.40	£186.48	£1,118.88	Refreshments (Mayor's introduction)
313	06.06.2025	£550.00	£0.00	£550.00	Youth Services (TTVS)
363	19.06.2025	£510.00	£0.00	£510.00	Signs

294	03.06.2025	£455.00	£91.00	£546.00	Cleaning CPT
279	02.06.2025	£427.60	£0.00	£427.60	Room rental
312	06.06.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall
369	19.06.2025	£395.00	£79.00	£474.00	Audit Services
281	03.06.2025	£345.00	£0.00	£345.00	Vehicle Tax
342	12.06.2025	£300.00	£60.00	£360.00	Refreshments
295	03.06.2025	£284.70	£56.94	£341.64	IT contract
311	06.06.2025	£275.50	£0.00	£275.50	Insurance
334	11.06.2025	£265.30	£53.06	£318.36	Playground Repairs
367	19.06.2025	£250.00	£0.00	£250.00	Hall Hire
310	06.06.2025	£227.61	£45.52	£273.13	Stationery
359	19.06.2025	£202.33	£40.47	£242.80	PPE & Workwear
365	19.06.2025	£200.00	£40.00	£240.00	The Link magazine
357	19.06.2025	£198.64	£39.73	£238.37	Disposal Waste Materials
325	09.06.2025	£194.00	£0.00	£194.00	Mobile Phone - IR
340	13.06.2025	£178.62	£35.73	£214.35	Fuel
319	08.06.2025	£167.73	£33.55	£201.28	Wifi N Hall
389	26.06.2025	£147.00	£29.40	£176.40	Water Bottle Filler Valve
356	19.06.2025	£142.48	£28.50	£170.98	Disposal Waste Materials
362	19.06.2025	£130.00	£26.00	£156.00	Alarm maintenance
283	02.06.2025	£116.40	£0.00	£116.40	Refreshments
370	19.06.2025	£114.58	£22.92	£137.50	Microwave
348	16.06.2025	£114.58	£22.92	£137.50	Northam Hall
349	16.06.2025	£114.00	£0.00	£114.00	Water bill

Receipts: In June 2025, the Council received 50 payments, totalling £7,115.44 detailed below.

Voucher	Date	Net	Description
153	30.06.2025	£254.54	Bank Interest
150	30.06.2025	£1,386.00	Grass cutting
149	30.06.2025	£72.50	Hall Hire
148	30.06.2025	£25.00	Hall Hire
147	30.06.2025	£45.00	Hall Hire
146	30.06.2025	£47.50	Hall Hire
145	30.06.2025	£60.00	Hall Hire
141	27.06.2025	£47.50	Hall Hire
140	27.06.2025	£350.00	Equipment
139	26.06.2025	£210.00	Equipment
138	25.06.2025	£47.50	Hall Hire
137	25.06.2025	£60.00	Hall Hire
136	26.06.2025	£47.50	Hall Hire
135	26.06.2025	£20.00	Hall Hire
134	25.06.2025	£18.75	Hall Hire
133	24.06.2025	£98.25	Hall Hire
132	20.06.2025	£48.75	Hall Hire
131	19.06.2025	£6.25	Hall Hire
130	19.06.2025	£262.50	Rent for Car Park

129	16.06.2025	£254.40	Repayment
128	16.06.2025	£126.25	Hall Hire
127	16.06.2025	£50.00	Hall Hire
126	13.06.2025	£75.00	Hall Hire
125	11.06.2025	£47.50	Hall Hire
124	11.06.2025	£47.50	Hall Hire
123	11.06.2025	£51.67	Boat park permit
122	12.06.2025	£100.00	Hall Hire
121	12.06.2025	£150.00	Equipment
120	10.06.2025	£33.23	Photos
119	05.06.2025	£25.00	Hall Hire
118	05.06.2025	£25.00	Hall Hire
117	06.06.2025	£56.25	Hall Hire
116	06.06.2025	£40.00	Hall Hire
115	01.06.2025	£295.72	Bank Interest
114	04.06.2025	£25.00	Hall Hire
113	04.06.2025	£50.00	Hall Hire
112	04.06.2025	£90.00	Hall Hire
111	04.06.2025	£112.50	Hall Hire
110	05.06.2025	£75.00	Hall Hire
109	04.06.2025	£6.25	Hall Hire
108	04.06.2025	£72.50	Hall Hire
107	04.06.2025	£110.00	Hall Hire

Tennis courts:

The gross volume of sales in June 2025 was £725.00. After fees, the Council has received £686.01. Since 1st April 2025, the Council has received £2,997.18 in tennis court fees.

The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment.

Petty Cash:

A screen shot of the petty cash cashbook is presented to the below showing the items on which the Council has spent petty cash in June 2025.

The financial regulations seek to maintain a balance of £100 in Petty Cash.

2507/210

To consider the Standing Orders for adoption

It was resolved to approve and adopt the Standing Orders (V0.1).

Proposed: Cllr Newman-McKie, Seconded: Cllr Tait (all in favour).

2507/211

To consider the nominations for NTC community champions awards

Cllr Sawyer, being a nominee, took no part in the considerations, though after the Council's discussions, withdrew his nomination.

It was **resolved** to recognise all three nominated as Community Champions 2024-25.

Proposed: Cllr Hodson, Seconded: Cllr Newman-McKie (majority in favour, 4 against)

Action points: Contact those awarded; Prepare the certificates; Invite those awarded to the Mayor's Civic Dinner

2507/212

To consider notifying Torridge District Council of this Council's intention to submit a bid for the 'Leisure Centre', Northam Square

It was **resolved** to register an intention to submit a bid for the 'Leisure Centre', establish a small working group to view the property and prepare a report for the next or a special

meeting of this Council and instruct a surveyor to prepare a report for the property, using the General Project budget to pay the fee.

Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour)

The working group would be made up of Cllrs Whittaker, Hodson, Leather and Edwards. The Mayor could attend meetings if he wished.

Action points:

Arrange to view the building

Instruct a surveyor.

2507/212 To consider the request for wayleave across Northam Town Council owned land
It was **resolved** to grant the request for wayleave at Council owned land adjacent to Diddywell Road.

Proposed: Cllr Leather, Seconded: Cllr Hodson (all in favour)

Action point: Sign and return the wayleave contract.

2507/213 To consider seeking quotations from suitable firms to undertake the initial costings work for the three options for the pavilion building at Westward Ho! Park

It was **resolved** to establish a working group to prepare a report (and draft brief for Architect firms) to be presented to the September meeting of this Council.

Proposed: Cllr Hodson, Seconded: Cllr Bach (all in favour)

The working group would be made up of Cllrs Bell, Edwards, Hodson, Sawyer and Newman-McKie. The Mayor could attend meetings if he wished.

Action point: Arrange the first meeting of the working group.

2507/214 To note and adopt the Westward Ho! Tennis Courts Safeguarding Policy and Procedures

It was **resolved** to adopt the LTA Safeguarding Policy.

Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)

Action points:

Advise the LTA Safeguarding Officer

Publish the policy on the Council's website and Clubspark pages

2507/215 To consider establishing a working group to support the Officers in the preparations for the 2026 May Fair

It was **resolved** to establish a working group.

Proposed: Cllr Himan, Seconded: Cllr Sawyer (majority in favour)

The working group would be made up of Cllrs Himan, Lo-Vel, Leather, Newman-McKie, and Sawyer. The Mayor could attend meetings if he wished.

Action point: Arrange the first meeting of the working group.

2507/216 To note the vacancies on committees and approve any requests to fill those vacancies

It was **resolved** to appoint Cllr Bell to the Review Committee and Cllr Sawyer to the Environment & Maintenance Committee from the next scheduled meeting.

Proposed: Cllr Sawyer, Seconded: Cllr Bach (all in favour)

Action point: Update the committee membership forms.

There being no further business the meeting closed at 8:30pm.

- Finance 9th July 2025
- Planning and Development 10th and 31st July 2025
- Environment and Maintenance 18th June 2025

We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

Item 9 To receive a report (if any) from the Devon County Councillor

Item 10 To receive reports (if any) from the Torridge District Members

The Leader and Chief Executive of Torridge District Council held a series of communication events in July and August 2025. The Mayor and Town Clerk attended an event on the 7th August, from 5.30pm at Caddsdawn Business Support Centre, Bideford.

- Central Government was seeking ‘unitary authority’ proposals by November 2025.
- The Government would assess each, announcing their proposals for future Unitary Authorities in April 2026.
- The Government would consult on those proposals in summer 2026.
- The shadow authorities would be elected in May 2027, at the same time as the Town Council elections in Northam.
- The Ministry of Housing, Communities and Local Government (MHCLG) are anticipating the new Unitary Authorities would be operating from 2028.

When the presentation is available, it will be shared with members.

The TDC website ([Local Government Reorganisation and Devolution | Torridge District Council](#)) states:

As requested by Government, a joint outline proposal (known as an interim plan) has been submitted on behalf of all the Devon District Councils, except Exeter. The proposal has also been included as one of several options submitted by both Torbay Council and Devon County Council.

We want to make sure that any future reorganisation meets the needs of our communities in Torridge and across the whole of Devon.

Known as the 1-4-5 plan, it proposes:

- ***Retaining Plymouth unitary authority.***
- ***A unitary including East, Mid, North Devon, Torridge and Exeter.***

- **A unitary combining the South Hams, Teignbridge and West Devon areas with Torbay**

Multiple other proposals have also been submitted to Government by Plymouth, Exeter, Devon County and Torbay.

All councils across Devon are now working towards refining the possible options for the future of local government and final proposals will be submitted to Government in November 2025.

Item 12 Action points

2507/201 Adoption of Red Telephone Kiosk – Appledore Quay	The matter is on the agenda for ratification. The adoption request has been completed by the Town Clerk.
2507/212 Request for wayleave across Northam Town Council owned land	The wayleave agreement was signed and returned. No date for the commencement of the work has been received by the Town Clerk.
2507/212 Notify Torridge District Council of this Council's intention to submit a bid for the 'Leisure Centre', Northam Square	Notification made to TDC. A group of Councillors and Officers have visited the building. A surveyor has been instructed and a date for valuation and structural survey is awaited.

Item 13 To receive the Clerk's report

At 25th July 2025 (according to the last available statement balance), the Council's balances were:

Nationwide (Business 95-day saver)	£94,939.01	interest rate is 3.69%	General and Earmarked Reserves
Cambridge & Counties Bank (31-day)	£95,514.32	interest rate is 3.25%	Earmarked Reserves
Cambridge Building Society	£5,452.32	interest rate is 2.15%	Tennis Reserves
Petty Cash	£78.51		
Coop Bank (current account)	£57,864.31	no interest	
Hinkley & Rugby Building Society	£174,770.00	interest rate is 1.95%	holding account for general expenditure

Total cash in hand (SCRIBE) £ 428,658.79

Note: the Town Clerk has arranged for a number of advanced payments of £12,500 to be transferred from the HRBS account to the main account each Monday, to ensure the Council can meet its obligations.

The main bank account was reconciled to **25/07/25** (No statement available to 31/07/25 until after agenda is due out). Payments/Receipts detailed to 25/07/25. (Unrepresented pymt/receipt transactions **27/07/25**).

The bank reconciliation was signed by the Proper Officer and the Chair.

Payments

The Council made 114 payments in July 2025, totalling £79,554.33 (exVAT). A full list of these was presented. There were 22 payments of £100 or more (exVAT), presented below.

Payment 490 is £0.00 as this was processed in error. Customer paid invoice 1655 twice and a refund was issued for overpayment of £60.00. Full details on Scribe.

It was **resolved** to approve the list of payments.

Proposed: Cllr Leather, Seconded: Cllr Himan (all in favour)

Voucher	Date	Net	VAT	Total	Description
474	18.07.2025	£18,800.00	£0.00	£18,800.00	Salaries
460	15.07.2025	£9,572.54	£0.00	£9,572.54	HMRC PAYE
484	22.07.2025	£5,230.00	£0.00	£5,230.00	Donation
470	11.07.2025	£585.64	£117.13	£702.77	Council Machinery & Equipment
488	22.07.2025	£575.53	£0.00	£575.53	Salaries
407	01.07.2025	£455.00	£91.00	£546.00	Cleaning CPT
395	01.07.2025	£430.70	£0.00	£430.70	Room rental
430	08.07.2025	£415.00	£0.00	£415.00	Membership Fee
401	01.07.2025	£400.00	£0.00	£400.00	Cleaning Northam Hall
459	15.07.2025	£325.00	£0.00	£325.00	Honours Boards
455	15.07.2025	£296.87	£59.37	£356.24	Fuel
439	08.07.2025	£284.70	£56.94	£341.64	IT contract
404	01.07.2025	£222.90	£44.58	£267.48	Payroll
501	24.07.2025	£199.99	£40.00	£239.99	Sink
423	03.07.2025	£186.01	£0.00	£186.01	Photocopier lease
438	08.07.2025	£137.86	£6.89	£144.75	Festoon & Festive Lighting
472	18.07.2025	£133.32	£26.66	£159.98	Fire Door Retainer
467	14.07.2025	£124.80	£0.00	£124.80	Training
444	08.07.2025	£120.45	£24.09	£144.54	Mower Repair
429	08.07.2025	£119.57	£23.91	£143.48	Wifi N Hall
454	15.07.2025	£114.00	£0.00	£114.00	Water bill
496	23.07.2025	£105.00	£21.00	£126.00	Training

Receipts:

In June 2025, the Council received 32 payments, totalling £18,594.00, including a VAT refund of £14,461.27.

Tennis courts:

The gross volume of sales in July 2025 was £1320.00. After fees, the Council has received £1244.93. Since 1st April 2025, the Council has received £4240.00 in tennis court fees and there has been a total of 917 court bookings. 330 were by non-members, and 586 by annual pass holders, meaning £1,650 has been received from bookings by non-members since 1st April. The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment. In the first year, the Council received £5,452.

Tennis summer camps: at the time of writing, ARC had received bookings as follows (there are 30 spaces):

<u>29th July</u>	<u>5th August</u>	<u>12th August</u>	<u>19th August</u>	<u>26th August</u>
29 bookings	28 bookings	28 bookings	29 bookings	26 bookings

In 2024, the cost of subsidising the tennis camps was £2,000, which was raised from District Councillor grants.

It was **resolved** to meet the £2,000 cost of subsidising the summer camps from the tennis court receipts, supplemented by TDC and DCC, should they wish to contribute from their grant funds.

Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour)

Petty Cash:

A screen shot of the petty cash cashbook is presented to the below showing the items on which the Council has spent petty cash to 21st July 2025.

The financial regulations seek to maintain a balance of £100 in Petty Cash.

Item 14 To ratify the Council's decision to adopt the Red Telephone Kiosk adjacent to the Seagate Hotel, Appledore Quay

The Town Clerk has completed the adoption paperwork for the telephone kiosk, following the removal of its telephony equipment by BT. The cost of adoption was £1 and the Town Clerk awaits receipt of the confirmation from BT that the Town Council has adopted the kiosk. In the meantime, the kiosk has been locked shut by BT, this lock will be removed in due course.

Recommendation: The Council ratify its decision to adopt the red telephone kiosk, from which the telephony equipment has been removed by BT, located adjacent to the Seagate Hotel, Appledore Quay.

Item 15 To consider offering to assist with the renovation of the mast/flagpole attached to the Trinity House buoy store (see enclosed images)

It has been brought to the Town Clerk's attention that the mast/flagpole attached to the outer wall of the Trinity House buoy store, on the landward side of The Quay, Appledore (at the corner with one of the drangs leading to 'Old Rechabite Hall', Market Street) has fallen into disrepair. The base of the pole, close to the tarmac pavement surface is rotting (most probably from the attention of passing dogs, combined with the local atmosphere). The wooden pole is also wearing at the ring where it is attached to the outer of the buoy store. Devon County Highways have noted their concerns that an item of street furniture is in a state of disrepair and that it is not aware which organisation or person is insuring the flagpole.

Researching the matter further, the Town Clerk has found that the flagpole is listed and whilst it was repaired in 2018 (with the assistance of the then Division member at Devon County, Cllr Eastman), those undertaking the repair and the owner are no longer in a financial position to do so. The buoy store and the flagpole are privately owned (the buoy store then leased to a third party).

There may be a number of options for either replacing or renovating the current flagpole, should the Conservation Officer approve. For example, a galvanised metal base could be fabricated and powder coated, raising the pole by the same amount as is cut out. In the meantime, it would be prudent for a metal collar (lead) could be fixed around the base of the pole to a height of 1m to support the pole and limit the effects of the atmosphere and dog urine.

Should the Council resolve to work with the owners, detailed costings would need to be sought and the support of local businesses and elected members may be needed (for example, the shipyard, should a base need to be fabricated). If the work is undertaken, the insurance cover for the flagpole would need to be confirmed.

There is no identified budget, though General Project funds could be used, currently, there has been no spending allocated to that £34,000 budget, though spending at Northam Hall has been allocated to that budget, with under £5,000 estimated.

Recommendation: The Council consider assisting with the renovation of the mast/flagpole on Appledore Quay, liaising with local groups, businesses and the Conservation Officer as appropriate.

Item 16 To consider a quote for the installation of CCTV monitoring at Westward Ho! Park

Officers have received a quote from the Council's CCTV and alarm system provider. The cost of a three-camera system, with recordings being stored for up to one month, is estimated to be £1,600 (exVAT) with a £70 annual fee for system maintenance. Further detail is contained in the confidential paper enclosed with the agenda pack.

Westward Ho! Park has a £13,000 remaining of its budget for general works.

Recommendation: The Council consider the need to CCTV coverage at the Westward Ho! tennis courts and pavilion and the quote received.

Item 17 To Consider a grant request from Life Education Wessex & Thames Valley (LEW&TV)

Recommendation: The Council consider the grant request as outlined in the confidential paper enclosed.

Item 18 To receive an update on the progress of the Northam Neighbourhood Plan

TDC has started The Northam Neighbourhood Plan's statutory (Regulation 16) public consultation exercise (see image on the left). Representations are sought from local bodies and residents. Posters are to be put up around the area advertising the consultation (also

Torridge – a great place to live, work and visit

Riverbank House, Bideford, Devon, EX39 2QG

Northam Town Council
Town Hall
Windmill Lane
Northam
EX39 1BY



Our Ref: NP/NOR/NTC Your Ref:

Date: 12 August 2025

Dear Northam Town Council,

Northam Neighbourhood Plan – Consultation in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended)

Further to the submission of the proposed Northam Neighbourhood Plan on 13 May 2025, Torridge District Council found it and the accompanying documents to meet the legal requirements set out in Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

The District Council are undertaking formal consultation on the draft Northam Neighbourhood Plan, and the consultation and related documents will be available on our website from **Wednesday 13 August 2025**. We encourage the town council to promote the consultation via notice boards, websites etc., not before 13 August 2025, and until 16:45 on **Friday 26 September 2025**.

We wish to thank Northam Town Council for their work towards developing their Neighbourhood Plan, and we look forward to providing the required consultation in accordance with Regulation 16.

We are starting to make arrangements for the appointment of an independent examiner, and we will be in touch to discuss this in due course.

In the meantime, please do not hesitate to contact us if we can be of assistance.

Yours sincerely,

Tristan Otten

Planning Policy Officer
tristan.otten@torridge.gov.uk
01237 428782

published on the Council's website and Facebook pages), advising how those representations may be made.

TDC are also seeking an independent external examiner to review the Plan, which cannot commence before the consultation is completed and representations received.

Representations should be made in writing and may be submitted:

> online via the [Consultation for the Northam Neighbourhood Plan Proposal | Torridge District Council](#)

> by email to localplan@torridge.gov.uk

> in hard copy to Planning Policy, Torridge District Council, Riverbank House, Bideford, EX39 2QG

The Neighbourhood Plan and supporting documentation can be inspected throughout the period, online via

> the [Consultation for the Northam Neighbourhood Plan Proposal | Torridge District Council](#)

torridge.gov.uk



@torridgedc

> Northam Neighbourhood Plan webpage: www.northamneighbourhoodplan.co.uk

and at the following locations during normal opening hours:

> Torridge District Council, Riverbank House, Bideford, EX39 2QG

> Northam Library, Fore Street, Northam, EX39 1AW

> Northam Town Council, Windmill Lane, Northam, EX39 1BY

*Pursuant to the Public Bodies (Admission to Meetings) Act 1960 (subsection 2), members of the public and press shall be excluded from the meeting to enable the Council to consider the following **confidential matters**.*

Item 19 To consider the lease of the football pitch at Burrough Farm by Northam Lions FC

The Council is asked to consider the contents of the confidential report.
